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8 July 1969

MEMORANDUM FOR : Deputy Director for Plans

SUBJECT : The Clandestine Service Historical
Program Report for the Six-Month
Period January to 30 June 1969

REFERENCE : Report for the Period July to
31 December 1968

1. This memorandum, for your information only, provides a six-month report on the activities and progress of the Clandestine Service Historical Program for the period January to June 30, 1969.

2. Organizational Changes as of January 1969.

25X1A9A Until January 1969, this Program was to all intents and purposes independent of the rest of the Historical Staff, receiving little help or guidance. In January, Professor Howard M. Ehrmann was named the new Chief, Historical Staff, and in February, Dr. [] was named his deputy. At the same time, the following changes were made:

a. HS/CSG became a part of the collection of the Curator, Historical Staff with [] as Curator. It was to carry on the same function as HS/CSG but for all four directorates instead of just DDP.

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b. Mrs. [] was removed from HS/CSG and assigned to work under the supervision of Chief, HS.

c. A position was created for an Historical Officer for each of the other three directorates; to date these have not been filled.

d. Emphasis was laid on writing the histories of the several DCI's. Three men have been named

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S E C R E T

to do the W. Bedell Smith, the Allen Dulles and the John McCone periods.

e. Stress was laid on the writing of the histories of the offices of the four deputy directors. Writers for DDI, DDS and DDS&T have been named.

f. The office space in Key Building has been doubled. While physically comfortable, greater efficiency and security would be achieved by being housed in the Headquarters Building at Langley.

3. Production: Twenty-six CS historical papers have been completed in this period; eighteen in the first quarter and eight in the second. It is interesting to note, however, the number of pages. In the first quarter 1,539 pages were produced; in the second quarter, 1,493 pages. The variance in the number of histories is due to the fact that several in the second quarter were unusually long. As of 30 June 1969, we have 118 completed CS histories. As for the total task, while not possible to be exact, we estimate that it is approximately 35 - 40% completed.

4. Increased Security Measures. As the security of these sensitive papers is of prime concern to all of us in this program, we are constantly alert to ways in which it can be improved. Several such measures have been taken during this period.

a. ^{25X1A2G}
In January we purchased with funds from Project [] a small, hand-operated machine to punch and spiral bind our papers. Except for the lamination of the covers of our papers, the total process from writing to delivery of the finished product has become an "in-house" operation. This has also speeded up the final stage in our production schedule, and makes it a simple matter to make changes, when needed, in our finished volumes.

b. We have physically compartmented CS material in separate safes in the Historical Staff with access controlled by a CS officer (Mr. [])

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S E C R E T

c. We have conducted an inventory of all CS Top Secret material.

d. In exploiting and processing source material held by other elements of the Historical Staff, we have identified certain CS documents. These have been transferred to the compartmented CS holdings.

e. We again requested the Office of Security to install protective grills on the windows in the secure area of our offices.

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5. Clandestine Service Historical Board Activity. In

[redacted]
Board expressed its concern at the possibility that CS material held by Curator, Historical Staff might be intermingled with that of other directorates under the new Master Index concept, or that a non-CS officer might be named at some future time as the custodian of CS material held by the Historical Staff. At the Board's request, the Executive Secretary discussed this matter with the Deputy Director for Plans, who asked that he take this up with Chief, Historical Staff. The latter agreed to the physical compartmentation of CS material, and to having successive custodians acceptable to all directorates.

6. HS/CSG Accomplishments. While the title and functions of HS/CSG have changed and broadened (as outlined in paragraph 1a) the great bulk of the material it has is still that of HS/CSG, i.e., DDP material. So far, only a few items have come from other directorates. The collection now contains some 115,000 index cards leading to some 10,000 documents located throughout the DDP area, and copies of some 1,600 CS documents of general interest to most CS writers. Although hampered by its location in Rosslyn, it performs a very valuable service to DDP writers, and Mr. [redacted] is to be commended for generating and managing this service.

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25X1 7. Revision of Clandestine Service Historical Board Handbook, [redacted] We have long felt that a better guide to writers could be produced, and as his last job before expiration of his contract, [redacted] completed the

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S E C R E T

draft of an entirely new guide for writers. It is now being reviewed and will be issued to writers in the near future. It uses material from and makes reference to our series of 30 Historical Procedural Memoranda which have been prepared and issued over the past year and a half by this office.

8. Personnel. As of 30 June there were 35 persons actively engaged in the CS Historical Program. This figure includes staff and contract employees, the staff of the DDP Representative to the Historical Staff, and historical officers, writers and clerk-typists in the various components. Of these, ten are on contract, several of which will expire by 30 September. While we have tried to retain some two or three excellent contract employees, no effort has been made to extend those whose performance is less than satisfactory. Much effort has been expended and some success achieved in trying to locate suitable staff officers to replace contract personnel.

9. Quality of Personnel. We have learned a number of things about what kind of people do well in this program: they are those who have CS experience, who have interest and initiative, and who have the ability to research and write effectively. Interestingly enough, those of our officers with Ph.D.'s do not uniformly fall into this category. Since the ability to write effectively is not a hard and fast requirement for CS officers, we strongly recommend that those who do have this talent and a strong interest in the Program, be allowed to remain with it, or, if in another assignment, be given the opportunity of transferring to it.

10. Accomplishments of CS Components. Certain components have put a good deal of emphasis and manpower into getting their first 20 years recorded, while others have done little or nothing. In the first category are FE, EUR, NE, SB, RID, DO, and MPS. AF has had a full-time Historical Officer and a full-time secretary since last fall, but the results have been minimal and disappointing. WH has had more writers assigned to the Program than any other component, but again, results have been meager. A great factor in this is, however, that most of those assigned to the WH program have been reassigned before they had the opportunity to complete the drafts they had started. TSD, with a full-time Historical Officer since January, has produced no finished papers but has been reorganizing the material already written. Other

S E C R E T

components are doing less. As we have said before, the production is generally directly proportionate to the amount of interest expressed by the chief of the component.

While not an entirely encouraging picture, it is about as much as, and, in some cases, more than one might expect when we have no T/O slots, when contracts are hard to come by and difficult to extend, and history is not a high priority in CS components. To get staff officers we have first to find a capable body, and then cajole the owning unit into releasing the body and the slot. To have a really good program, we should have a minimum of two writers and one typist/analyst for each component until the backlog of the first 20 years is liquidated. After that is accomplished, a much smaller staff could handle the five-year updating.

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Executive Secretary
CS Historical Board

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